**Guide for FS Direct Requesters**

1. Open your Internet Browser. Type the following into the web address bar: www.myschoolbuilding.com. Enter the account number 785872437 then click on Submit Organization. Or you can use the following link to access the login page:

[http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew\_wiz1.asp?acctnum=785872437](http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=785872437%20)

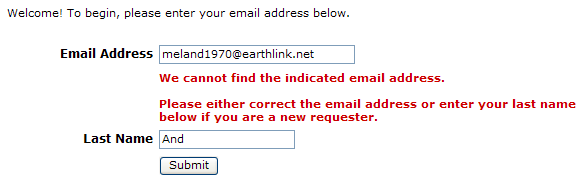
* + **If you have been to this website before and have entered a schedule request into the system, you are already registered as**

**a user. You just need to enter your email address at this time**

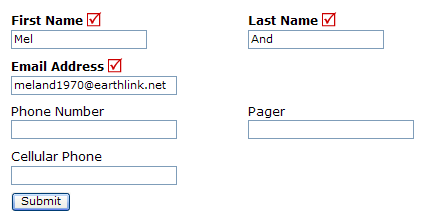
**then proceed to step # 4.**



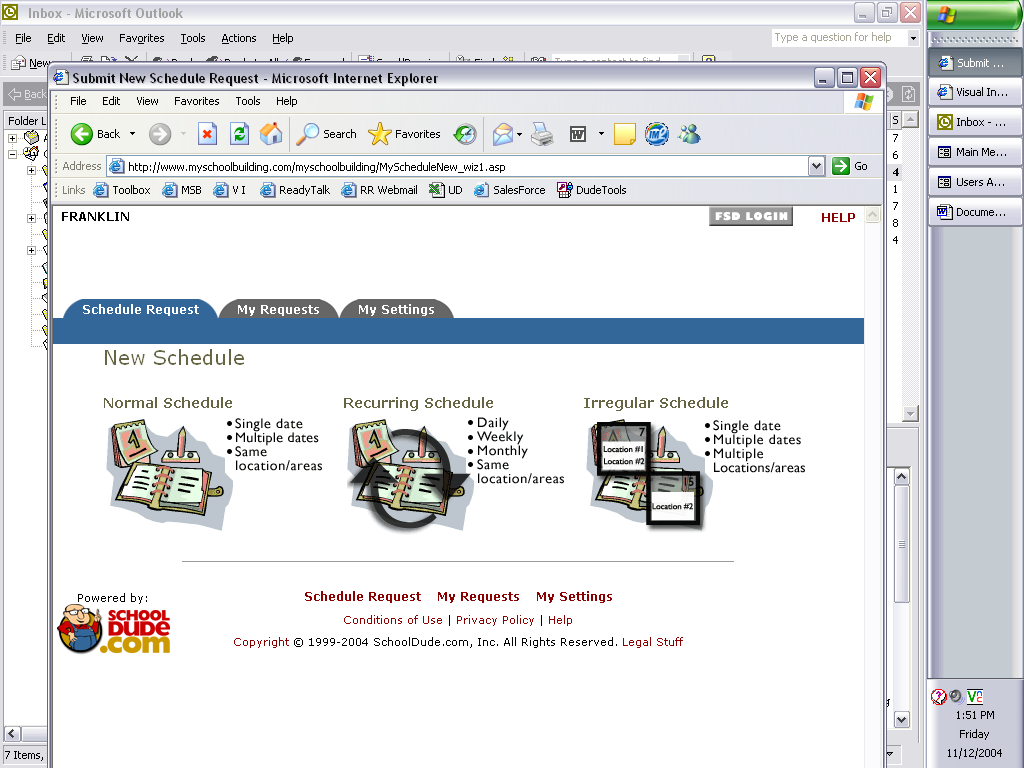
1. On the next screen, you will be prompted to enter your email address click submit, enter your last name then click submit again.



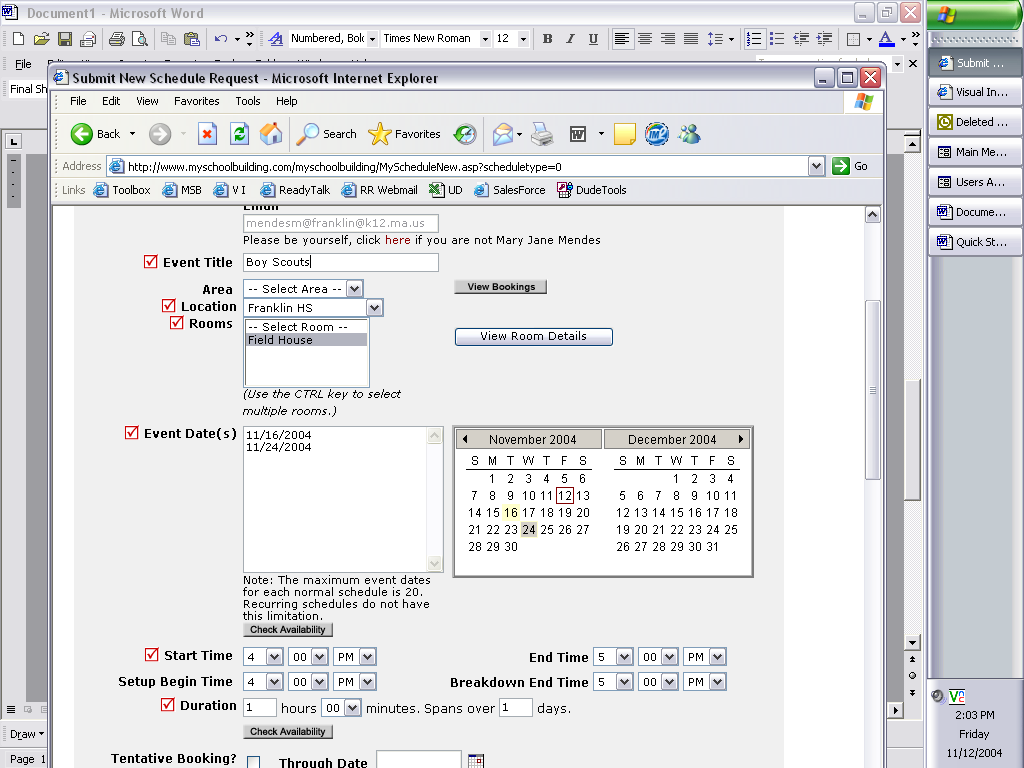
1. Enter your 1st name then click submit (phone number, pager, etc. are optional)
   * HELPFUL INFORMATION: To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. Click on Create Shortcut. This will add an icon to your desktop. You can double click on this the next time you want to sign in.



1. Click on Schedule Request Tab if you do not see the screen below. Maintenance Direct, IT Direct and FS Direct are all available from this website, just choose appropriate tab.
2. Select your schedule type.



* I recommend looking at the Walker calendar before making your request, especially if requesting Coles or the Activity Center. The Athletics schedule is not on this FS Direct calendar, so it may show that the space is available when it actually is not. Go to the bottom of the main calendar and click on “select calendar”, then choose the appropriate space/calendar.



1. Fill out all boxes with a mark beside it. These are required fields. The system will not save your request if they are not filled out**.** Click on the drop down arrows to see your selection choices for Location, rooms, etc. If you do not see your room choice under Location, choose the building your room is in, then select the room. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the button to verify you are not double booking a room.



* Use the time of the **actual event for start time and end time.** If you need the room to be **ready prior to the start of the event, please type in this information in the above section “EVENT DESCRIPTION”** and put this time in the setup time. Do not calculate how much time the facilities department needs for the setup.
* There is no need to change the “Duration” and “Spans Over” (shown below the Setup/Breakdown time). Most events typically span over 1 day. The duration automatically calculates according to the start and end time that you enter.Also make sure that you are correctly choosing “AM” or “PM”.

Choose Faculty/Staff for the organization. Put the name and email of the individual in charge of the event for contact name. No need to fill out billing or insurance information.

Setup Requirements - check any appropriate boxes.

If you select **Electronic door access** you need to list three things.

1-What doors to open,

2- What time to unlock -list the time the first person needs access.

3-list the time to relock the doors.

You are responsible for turning off the alarm. To avoid the alarm sounding please enter prior to the doors opening or make sure you are the first one in.

**Equipment** would include items such as tables, chairs, podium, risers, etc. You are responsible to obtain the microphone, so it is not necessary to list. Please list how many and the preferred layout. At this time you are unable to attach a file to the request, so please email to Jackie Porubiansky and Larry Alvin or put in their box.

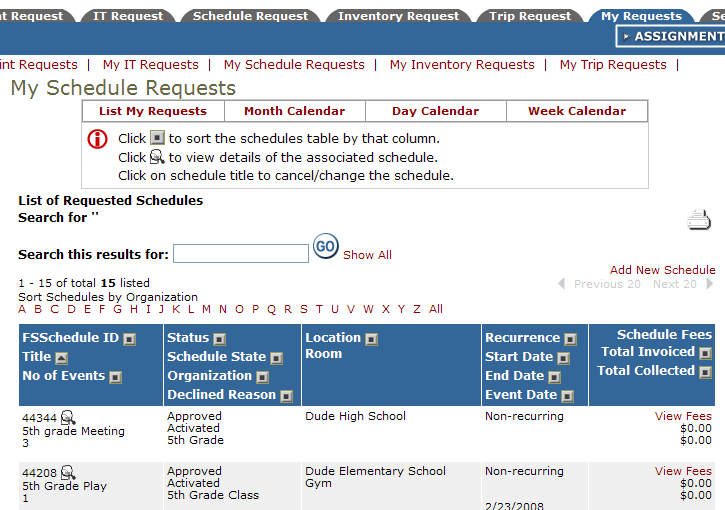
If you check **Food Services** , make sure you type in your menu choice, the number of people serving, and the time you need the food ready. You as the requester must still fill out the Sage Special Function Request form, it is now in the Faculty Forms Folder. Email the completed form to Trey Barnes (Sage), he will fill out his part and email back to you. **You need to print, have the principal or department head sign and code to the correct account, and then take to Karen Henderson in the business office.**

If you are requesting **IT Services** please be specific as to your content and your exact presentation needs. Do you need a projector along with the laptop? Do you need DVD playback? Is the DVD self created? What are your software needs? Was your AV presentation created on a MAC? Do you need sound, audio play back, or a microphone?

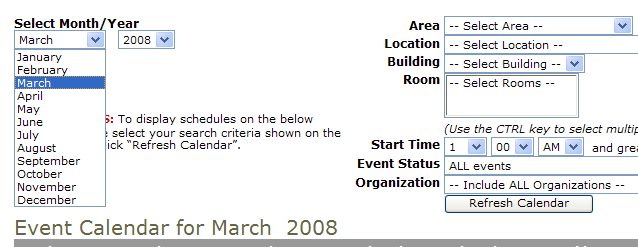
At the bottom of the page, you will be prompted to enter the submittal password of facilities, then click save. The system will accept your request even if there is a conflict.

1. You can review any requests that you have entered into the system. Click

on the My Requests Tab then My Schedule Requests. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the print icon.

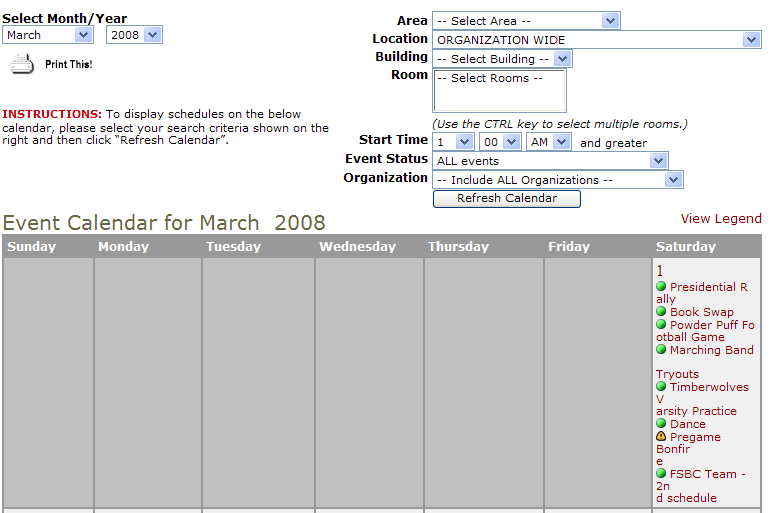


8) You can view an event calendar while in the My Requests area. Click on Month, Day, or Week Calendar. When accessing the month calendar, for example, the default will be on the current month/year. You are able to change either of these by clicking on the blue down arrow.



1. For the events to show on the month calendar you will need to choose the location (building) then “Refresh Calendar”. You can also filter your

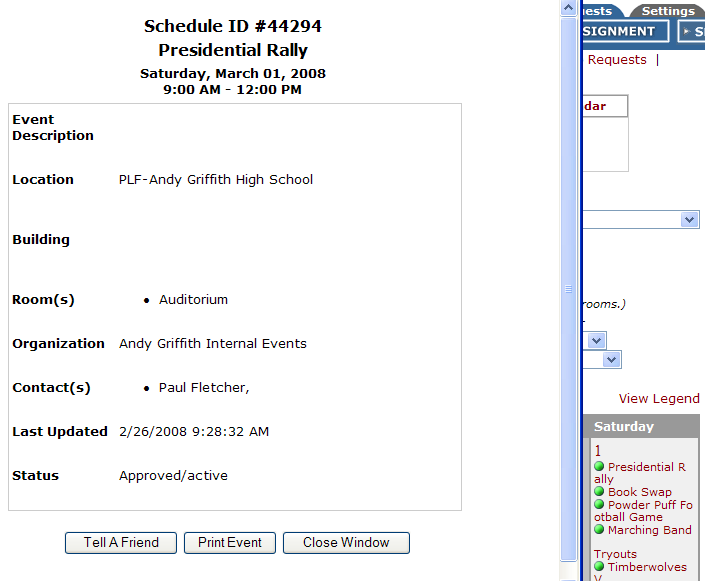
calendar view according to room, organization, etc.



1. After you click Refresh Calendar, you will see the event titles on the calendar.

If you would like more information about a particular event, simply click on the

title to view those details.



* The system will accept any and all requests, even if there is a conflict. Your request is NOT approved until you receive an approval notice through email.
* Please have your set up information when making the request, when possible. This is a great tool and will save everyone time only if all information is entered at time of the original request.
* Once your request is processed you are unable to edit or cancel your request. You must send Jackie Porubiansky an email stating the change.
* Reminder, location in all Schooldude programs is the location of the problem/reservation, not your location or department.